

Zetadocs Expenses

Make sense of expenses

Expense management; seamlessly integrated with Microsoft Dynamics NAV

Save time, gain control and reduce costs

Zetadocs Expenses is an expense management service that saves finance teams time by dispensing with spread sheets and the traditional paper based processing of business expenses incurred by staff.

It provides centralized control over the capture, submission, approval and reimbursement of travel and entertainment (T&E) expenses. Costs can be kept to budget and company policies are enforced, such as the spending limit for each type of expense and allowable submission time. The software helps you recover Value Added Tax (VAT) on expenses, while saving the time and costs of rekeying expense reports.

Submit and approve on any device

Zetadocs Expenses is a highly scalable cloud service built on Microsoft Azure and managed for you to offer reliable access at anytime from anywhere. Entering, submitting and approving expenses is a breeze on popular browsers and the software will adapt automatically to different screen sizes.

There's no need to collect a pile of receipts any more as you can use mobile apps for phones and tablets to snap receipt photos as you go. Nothing gets forgotten and there's no scrambling around for receipts when its time to submit your expenses.

Designed for companies using Microsoft Dynamics NAV

Seamless integration with Dynamics NAV allows approved expense reports to be automatically exported without the need to rekey.

All expenses are coded using NAV business data, with the expense types that users select being mapped directly to NAV general ledger codes. Once checked by finance, expense reports are automatically exported to NAV, separating out the VAT, if applicable, into the appropriate NAV VAT Posting Groups.

Zetadocs Expenses is supported on recent versions of NAV, and integrates using Zetadocs Capture Essentials or Zetadocs Capture Plus.

At a glance

Better control of company expense costs helps improve profitability

Put expenses on screen for a better way of managing T&E expenses

Set policies to put the finance team back in control of expenditure

Give access to submit and approve anywhere, anytime through mobile apps and browsers on PCs, phones and tablets

Total visibility to understand approval bottlenecks and speed-up processing of expense reports

Integrates with Dynamics NAV, saving time rekeying and reducing errors

Flexible custom fields to meet your individual needs

Simple deployment with a service managed for you that's fast to get up and running

Features

Expenses with photo receipts	As you incur an expense, enter it on your phone and snap a photo of the receipt. Saves time and nothing gets forgotten when the time comes to submit your expense report.
Submit on any device	It's a fully paperless system: gather up expenses in moments to submit as a report to your manager. Track the approval on your phone or PC so that you stay informed.
Car mileage	For convenience and accuracy, mileage claims based on journey distances are calculated using the allowable rates for each engine size set by the finance team.
Policy enforcement	Expense type limits control allowable expenditure, either with warnings for approvers or by preventing expense reports from being submitted. Greater control saves time for approvers and the finance team, and helps reduce expenditure.
Mixed VAT rate expenses	Simplifies capture of expenses where part of the expense is not subject to VAT or where the VAT cannot be reclaimed by the user, leading to a reduction in errors and time savings for the finance team.
Multi-currency	An expense can be entered in any currency, with automatic currency conversion for speed and accuracy.
Approve on browser or phone	Managers get emails for any expense reports needing approval. Just click through to review reports with visual indicators for any expenses with policy warnings.
Overdue reminders	Reminder emails chase in late approvals, helping streamline the expense management process, saving your finance team time.
Finance team processing	Expenses approved by managers can be checked on screen by the finance team. Expense reports are then exported automatically to NAV, saving time rekeying and improving visibility to staff of reimbursements.
Reclaiming VAT	Separation of VAT into NAV Posting Groups aids compliance with tax regulations and assists VAT recovery on expenses for UK companies to bring tangible savings.
Total Visibility	Status screen provides visibility to the finance team of each expense report in the system, plus reports can be saved to file for analysing different sets of expenses.

Technical Information

For phones, tablets & PCs

Android and Apple (iOS) apps for phones, iPads and tablets - or browse safely using popular browsers. There's nothing to set up on a PC, and no server to manage.

NAV integration

Automatic export to Dynamics NAV, using your normal expense codes and categories, saving additional time for the finance team. Support for NAV 2013 to NAV 2017.

Simple provisioning

System administrators and IT providers can configure users and settings via a secure web interface. The role-based approach makes it quick to set up a user as a submitter, approver or processor.

Secure 24x7 access

To make life easier, we manage the service for you in the Microsoft Cloud. It's simple to connect up to, and there's reliable and safe access for traveling staff, wherever they go.

Highly scalable

No month-end bottlenecks; Microsoft Azure's cloud architecture let's us switch on more computing power whenever it's needed so that the service remains responsive, even at busy times.

Coming soon

As Zetadocs Expenses is a cloud service, we are able to add and improve features regularly. For details of features we're working on, please visit: www.zetadocs.com/expenses/futures



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